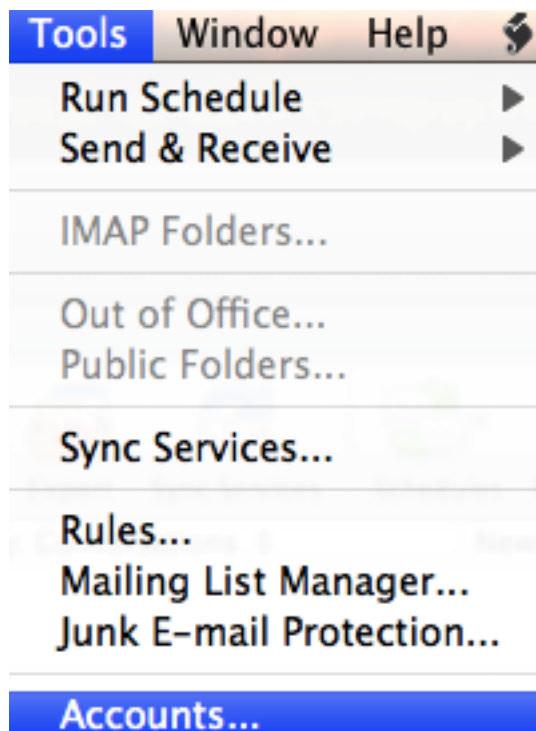# 1. Configuring Outlook 2011 for MAPI
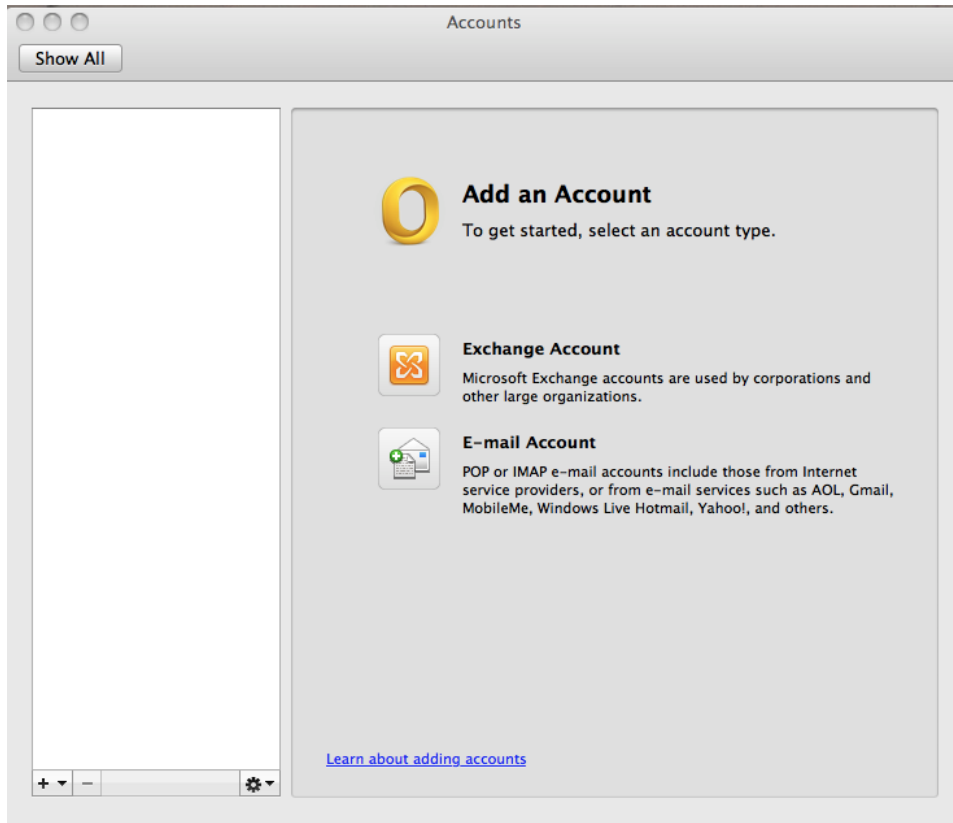
1.1 How to Create a Configuration

Mac:

- Open Outlook.
- From the "Tools" menu select "Accounts…"

- From the Accounts window that appears, select "Exchange Account".

- A popup window appears. Perform the following:
  - Make sure that the "Configure automatically" box is unchecked.
  - For "E-mail address" enter your e-mail address (e.g. kmyles@fnal.gov)
  - For "Authentication Method" select "User Name and Password" from the dropdown menu.
  - For "User name" enter your Services Account user name.
  - For "Password" enter your Services Account password.
  - For "Server" enter "ex2010.fnal.gov"
  - Click "Add Account".

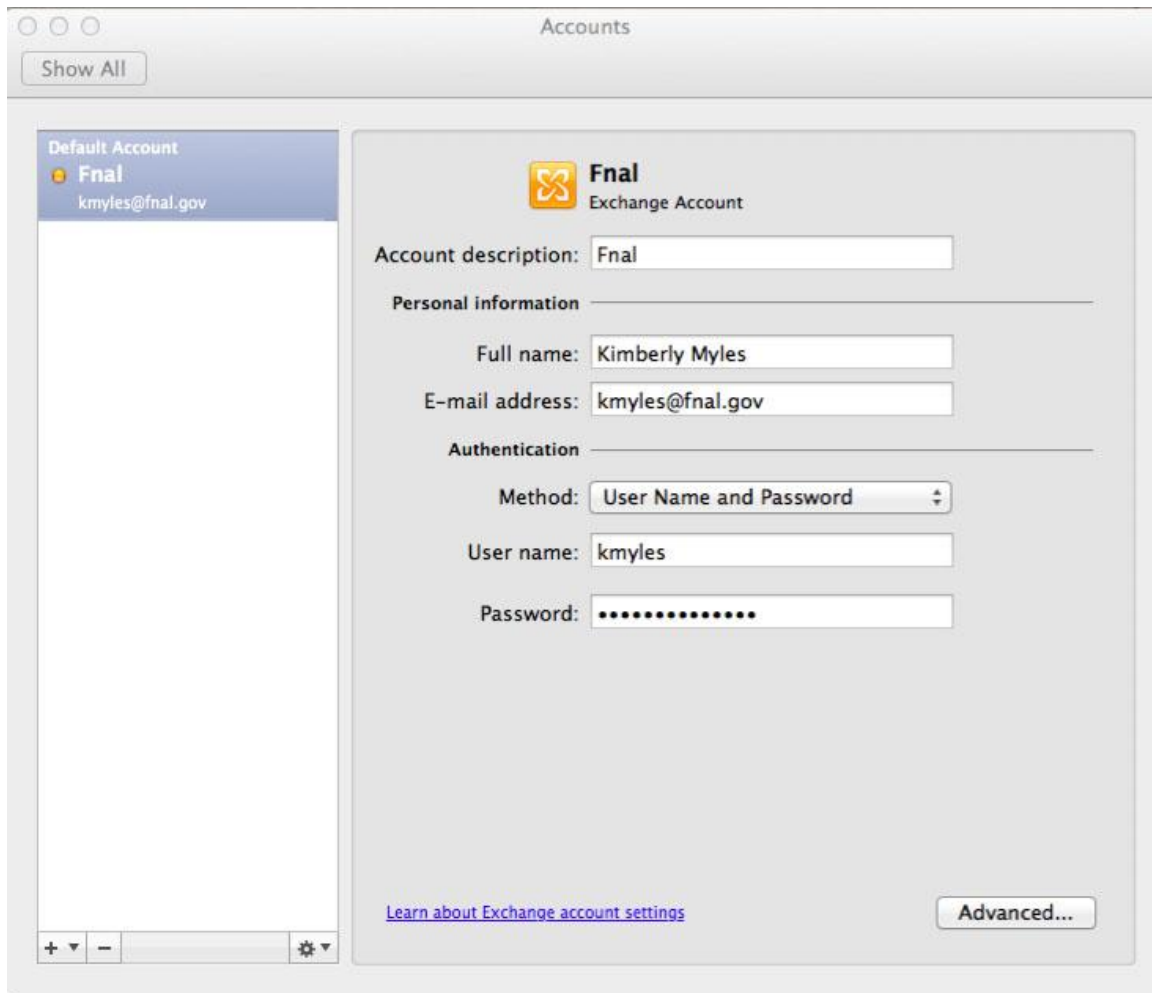**Enter your Exchange account information.**

E-mail address: kmyles@fnal.gov

Authentication

Method: User Name and Password

User name: kmyles

Password: ••••••••••••••

☐ Configure automatically

Server: ex2010.fnal.gov

[Cancel] [Add Account]

NOTE: If the changes were accepted, your account will now be listed as the "Default Account" and you can use Outlook to send and receive email.

NOTE: The circle next to your default account will be green if you set up your account correctly. It will be yellow if Outlook is trying to connect to the Exchange server for the first time or if it is unable to connect.

1.2 How to Remove a Configuration

- Choose "Tools" from the menu options and click on "Accounts...".
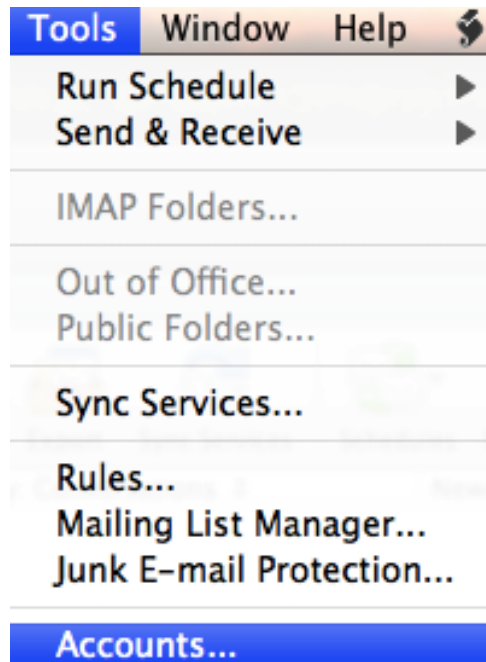
- In the Accounts window that appears, highlight the account you want to delete from the list of accounts and select the minus sign icon from the lower left hand corner of the Accounts window.

- A message appears asking you to confirm if you want to delete the account, select "Delete".
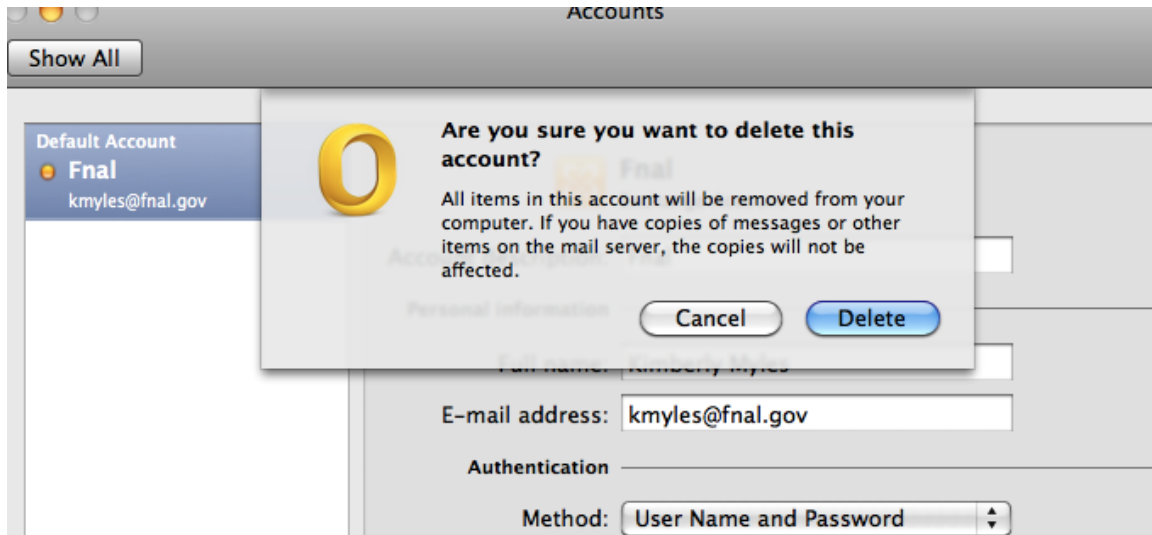
- Your account is now deleted. It will no longer appear in the accounts window and you will not be able to access email for this account in Outlook.